



Basic Elements of ePATH

Course & Class Design

This information is intended for use when developing and posting a course or class on the ePATH Learning Management System. Examples provided here are from actual postings. They reflect the best practices and the “not-so-best” practices to be found on the system.

General Information You Need to Know Before You Post

Credits:	CE, GT, Bilingual + Hours Available
Meeting Date:	Date class begins
Start Time:	Time class begins
End Time:	Time class ends
Course Type:	Instructor Led Training (ILT); Web-Based; Blended; SCORM
Categories:	Department/Campus sponsoring the course
Participants:	Administrators; All Students; Food Service; Maintenance; Principals; Supervisors; Teachers; Technology; Transportation
Required For:	
Recommended For:	
Prerequisites:	Any course completion required prior to enrollment in present course
Prerequisite Notes	Explanation of prerequisite requirements
Stipend:	\$ Amount [if applicable]
Facilitator:	Department/Campus class point of contact
Contact Phone:	Department/Campus class point of contact telephone
Contact Email:	Department/Campus class point of contact email address
Registration Begins:	First date course is available for enrollment
Registration Ends:	Last date course is available for enrollment
Presenter:	Person conducting the course
Fee:	<u>Note:</u> Presently, the ePATH system does <u>not</u> accept payments. Course sponsors may post a \$ amount and collect fees manually.
Payment Methods:	
Facility:	Building location of course
Location:	Room location of course
Total Seats:	Maximum number of participants who may enroll and attend

Course Title

The course Title captures the searcher's attention using precise words that describe broadly the topic to be discussed. Since the title is part of ePATH's online catalogue, it should also be search engine friendly. The inclusion of key words that people use frequently to search for courses will increase the likelihood that the searcher will find your course quickly.



We Name It

XYZ Campus Only Kidspiration



Assistive Technology, What is it? When to Refer?

Publishing Student Graphics Online with Blogs

Introduction

The course Introduction provides information about **“who”** should participate. This section is used to invite a particular audience, and can be written to limit attendance to a select group or groups. The Introduction is not used to describe course content, but to provide information that will aid the searcher to make a knowledgeable decision about whether or not he/she should enroll in the class.



Education information for proper procedures on various subjects.

XYZ provides basic a self-paced learning system for San Antonio School District employees who want to improve their skills in the following applications... click on the title View.

[212 words long!]



Grant Management Essentials will help Grant Project Managers to understand the process to successfully manage a grant project.

This training is intended for Speech Therapists, PPCD teachers, Life Strides teachers, and supporting staff. However, it is appropriate for any teacher developing no tech or low tech communication systems in the classroom.

Overview

The course Overview details “**what**” will be presented. It provides enough information about the content of the course, the learning objectives, and the practical benefit of attendance through the use of active verbs and adjectives.



This training is open to the Evaluation Staff only for written expression for learning.

Participants must attend all five days in order to receive stipend.



Join us as we travel through a Tour de France to discover the exciting world of grant management. In this training, participants will **learn about** managing a grant budget, how to purchase supplies and materials, how to set up professional development, travel reimbursement, expectations of project managers, forms that will need to be filled out, and much more.

Teachers will remove the barriers of written expression and empower students by utilizing technology to express their hidden talents in creating Digital Stories and Projects. Participants will publish their own, as well as students', digital stories.